



## Life Cycle Cost and Exhibit 53 Reporting in WorkLenz

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Questions?

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# Introduction

This document provides step-by-step instructions for providing all information necessary to complete the Exhibit 53 document for submission to OMB. The Exhibit 53 Assessment is structured in WorkLenz to collect not only the information required to submit the Exhibit 53, but also the associated lower level Life Cycle Costs that are needed both for internal USDA use as well as Congressional requests.

WorkLenz is a project portfolio management tool. This means actual and planned expenses can be collected at the task level throughout the course of the project. These expenses can be used to aid in the budget submission process. The Exhibit 53 report is designed to accept two types of input: project plan and spreadsheet-like manual entry. Users who select project plan input will be pre-populating the financial section of the Exhibit 53 report from the underlying project plan data that has been collected throughout the course of the project. Users who select the spreadsheet entry option will have the ability to enter financial data in the spreadsheet form. Users can quickly toggle between the two methods.

The WorkLenz Production site is located at: <http://worklenz.usda.gov>

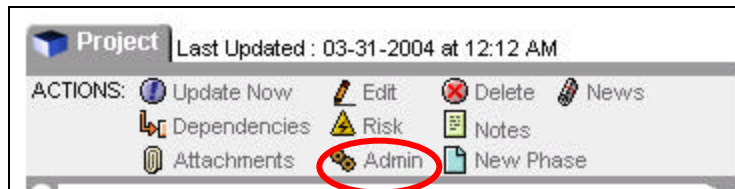
The WorkLenz Training site is located at: <http://worklenz-training.usda.gov>

# Detailed Instructions

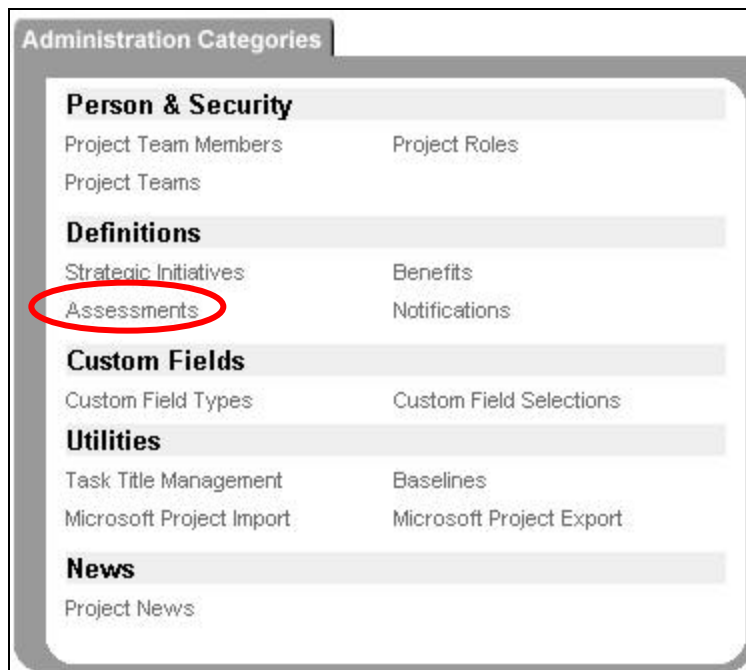
Please follow the steps below to submit your Exhibit 53/Life Cycle Costs data in WorkLenz

- 1) Navigate to the Investment for which the Exhibit 53 information will be entered. A change from ITIPS is that investments exist in WorkLenz under one Agency's portfolio. There are no longer partial investments and all data is captured and centralized within single investments. For multi-agency investments, a single project entry is located under the lead agency. Lead agency portfolio managers will be responsible for the final submission of the Exhibit 53 data, however, other portfolio managers will be able to review data prior to submission.

- 2) Click on **Admin** on the Project Summary Screen.



- 3) On the Project Administration Screen, click on **Assessments**.



- 4) This will open the WorkLenz Assessment List screen. This will display all assessments associated with your project. There are a number actions to take on the LCC assessment. The options with the LCC assessment are as follows.
  - a. Answer: Allows editing of the answers of the LCC assessment
  - b. Version: Creates a carbon copy of the current “view” (using the “Date last Scored” field) of the assessment. Note: only one Version can be taken per “Date Last Scored.”
  - c. View: Opens an uneditable copy of the LCC assessment in the following formats: Life cycle cost HTML. In the life cycle cost HTML view, all the rows and columns of the life cycle cost spreadsheet have a total column that is automatically computed.
  - d. Download: Downloads the “View” copy of the LCC assessment directly to a path you specify.
- 5) To edit the Life cycle costs assessment, click on Answer in the same row the title is listed

<u>Action</u>	<u>Assessment Title</u>	<u>Score</u>	<u>Date Last Scored</u>
Answer Version View Download	Exhibit 300 FY2005	28.97	03-21-2004 04:46:40
Answer Version View Download	Exhibit 300 FY2006	36.63	03-17-2005 05:39:32
Answer Version View Download	Life Cycle Costs		03-17-2005 05:10:17
Answer Version View Download	Exhibit 300 FY2007	37.02	03-23-2005 03:19:45

- 6) The Life Cycle Costs Questionnaire screen will appear in your browser.
- 7) Fill in or modify the answers in the questionnaire according to the following guidance. A figure showing the questions in the assessment is below.
- 8) Section I:

**I.1 Investment Name** – This is the title of the investment that will be sent to OMB.

**I.2 Investment Description** – A short description of 100 words or less.

The following questions will be used to build the 2007 OMB Unique Project Identifier (UPI) for you:

**I.3 Federal Agency Code** – This is Federal code for the USDA as a department. This is autogenerated by WorkLenz.

**I.4: USDA Bureau Code** – This is the USDA Agency that is primarily responsible for the investment. This is autogenerated by WorkLenz.

**I.5 Part Number of Exhibit 53** – Select the two-digit code that describes the part of the Exhibit 53 to which this investment belongs.

*Please see Appendix A for a description of the Part numbers.*

**I.6 Mission Area** – Select the two digits that indicate the mission area for this investment.

**I.7 Type of Investment** – Select the two digits that indicate the agency's type of investment. *Please see Appendix B for a description of the different Types of Investments.*

**I.8 Investment Identifier** - Enter your USDA agency's four digit numeric identifier for this investment in XXXX format.

**I.9 Is this one of the President's e-Gov Initiatives?** – Select Yes or No

I. 3. Federal Agency code	005
The federal agency code for USDA, WorkLenz autogenerated	
I. 4. USDA Bureau code	03
The bureau code (USDA Agency), WorkLenz autogenerated	
I. 5. Part # of Exhibit 53	03 - Enterprise architecture and plan
The Exhibit 53 part number determines which section the investment should be listed in the report. Refer to the OMB publication A-11 section 53.9 for guidance.	
I. 6. Mission area	01 - Financial Management
I. 7. Type of Investment	01 - Major IT investment
For definitions of Major versus Non-major IT investments, please refer to the OMB publication A-11 section 53.3. Joint effort investments, are those which are shared with other federal departments where the business case is reported outside of USDA.	
I. 8. Investment Identifier	1010
Enter your USDA agency's four digit numeric identifier for this investment. (XXXX)	
I. 9. Is this one of the President's Management Council's E-Gov initiatives?	<input checked="" type="radio"/> 00 - no <input type="radio"/> 24 - yes
If the investment is one of the President's Management Council (PMC) E-Gov initiatives or an investment under the President's Management Agenda (PMA), select "24 - yes". Otherwise, select "00 - no".	

## 9) Section II:

**II.1 Select the Primary Line of Business** - Select the primary Business Area from the Federal Enterprise Architecture Business Reference Model. If you cannot identify a primary Line of Business, select the option "Undefined - Services for Citizens", "Undefined - Mode of Delivery", "Undefined - Support Delivery of Services", or "Undefined - Management of Government Resources". *Please see Appendix C for the Primary Line of Business codes and descriptions. Additional guidance on how to determine your primary mapping can be found at <http://www.feapmo.gov>.*

**II.2 Select the Primary Sub-Function** - Select the primary Sub-Function within the Line of Business. For those limited circumstances where a primary mapping cannot be identified, please select "Further Review Required". The Primary Line of Business selected above determines the choices available for primary sub-functions. *Please see Appendix C for Primary Sub-Function codes and descriptions as well as mapping guidance. Additional guidance on how to determine your primary mapping can be found at <http://www.feapmo.gov>.*

<b>II. Business Reference Model</b>	
<b>II. 1. Primary Line of Business</b> Select the primary Business Area from the Federal Enterprise Architecture Business Reference Model. If you cannot identify a primary Line of Business, select the option "Undefined - Services for Citizens", "Undefined - Mode of Delivery", "Undefined - Support Delivery of Services", or "Undefined - Management of Government Resources".	304 - Planning and Resource Allocation
<b>II. 2. Primary Sub-Function</b> Select the primary Sub-Function within the Line of Business. For those limited circumstances where a primary mapping cannot be identified, please select "Further Review Required".	102 - Capital Planning

10) Section III:

**III.2 2006 UPI** – For investments that are not new for this year, the 2006 UPI has been pre-populated from last year's submission and will not need to be changed. The 2007 UPI is auto-generated by WorkLenz and may differ from the 2006 code.

<b>III. Unique Project Identifier</b>	
<b>III. 1. 2007 Unique Project Identifier (UPI)</b> The 2007 UPI for this investment is autogenerated from Section I. General Information and Section II. Business Reference Model.	005-03-03-01-01-1010-00-304-102
<b>III. 2. 2006 Unique Project Identifier (UPI)</b> The 2006 UPI for this investment, user entered, must be in the format XXX-XX-XX-XX-XX-XXXX-XX-XXX-XXX. If this is a new investment, leave field blank.	005-03-03-00-01-1010-00-304-102

11) Section IV:

**IV.1 Homeland Security Priority Identifier** – Select all that apply. To select multiple identifiers, hold the control key down as you select.

**IV.2 Percentage Financial** – An estimated percentage of the total investment for budget year associated with IT security for a specific investment.

**IV.3 Percentage IT Security** – An estimated percentage of the total investment for budget year associated with IT security for a specific investment.

<b>IV. Financial and Security</b>	
<b>IV. 1. Homeland Security Priority Identifier</b> Select all identifiers that apply. To highlight more than one option, hold down the Ctrl key while selecting options.	1 - Intelligence and Warning 2 - Border and Transportation Security 3 - Defending Against Catastrophic Threats 4 - Protecting Critical Infrastructure and Systems 5 - Emergency Preparedness and Response
<b>IV. 2. Percentage Financial</b> Enter an estimated percentage of the total IT investment budget authority associated with the financial components. It must be entered as a number between 0 and 100. (Ex. 50% is entered as 50)	0.00
<b>IV. 3. Percentage IT Security</b> Enter an estimated percentage of the total investment for budget year associated with IT security for a specific investment. It must be entered as a number between 0 and 100. (Ex. 50% is entered as 50)	2.00

**V.1 Life Cycle Costs Data Source** – Selecting **Project Plan Data** will populate Life Cycle Costs data from the underlying project plan. This option will not overwrite existing values entered in the spreadsheet



below. Selecting **Life Cycle Costs Spreadsheet** will use the data entered in the following spreadsheet for reporting. *Instructions on entering project plan actual and planned expenses can be found in the section Entering Project Plan Data (page 12). Please note that if this investment is funded by more than 1 agency, you must select Life Cycle Costs Spreadsheet.*

V. Life Cycle Costs Reporting	
<p>V. 1. Life Cycle Costs Data Source</p> <p>The Life Cycle Cost totals for reporting can be derived from two sources. By selecting "Project Plan Data", the totals will be automatically generated from WorkLenz project tasks and task expenses. This option is available for investments with only one funding source. The funding source for the Project Plan option should be entered in the following 2 questions. By selecting "Life Cycle Costs Spreadsheet", the totals used will be those entered in the spreadsheet below. This option must be used for reporting multi-agency investments. Changes for reporting will be reflected once the assessment is scored.</p>	<div>Life Cycle Costs Spreadsheet ▾</div>
<p>V. 2. Project Data Account Name</p> <p>For Project Data reporting only: Enter the name of the funding account to which all project plan costs are attributed</p>	<input type="text"/>
<p>V. 3. Project Data OMB MAX Account</p> <p>For Project Data reporting only: Enter in the 9 digit OMB MAX account number to which all project data costs are attributed. Enter as XXX-XX-XXXX.</p>	<input type="text"/>

If you have selected **Life Cycle Costs Spreadsheet** please go to **Table functionality and navigation** and then to step V.4.

**V.2 Project Data Account Name** – Enter the budgetary resource (Funding Source) used for funding the investment. For more information about budgetary resources, see page 20 of the A-11. Please note that if this investment has more than 1 budgetary resource, you must choose the **Life Cycle Costs Spreadsheet** option in question V.1.

**V.3 Project Data OMB MAX Account** – Enter the 9-digit OMB MAX Account number for your budgetary resource in the format XXX-XX-XXXX. For more information on the OMB MAX Account number, please see your Budget Analyst.

Tables in Assessments have a number of functionalities. This section will provide a brief overview of the functionality. Following, the step-by-step instruction will resume.





### Table functionality and navigation:

1. There are a number of options to navigating the tables. The scroll bars on the right and bottom sides of the tables allow you to view longer tables. Clicking on a cell within a table puts you into navigation mode. Navigation mode highlights the selected cell with a light background. To navigate, you may use the tab and shift + tab to move to the cells right and left respectively. You may also use the arrow keys to move up, down, right and left.








#### V. 4. Life Cycle Costs - Spreadsheet


The Life Cycle Costs table must be used if reporting multi-agency investment costs. The OMB MAX account number must be in the format (XXX-XX-XXXX). Enter all costs in millions (X.XX). For example, \$1,250,000 should be entered as 1.25.

Rows	19						
	Agency	Account Name	OMB MAX ...	Category	2004 and E...	2005	2006
	OCIO	Appropriated		D/M/E -	0.05000	0.00000	0.00000
	OCIO	Appropriated		D/M/E -	0.06000	0.00000	0.00000
	OCIO	Appropriated		D/M/E - Services	0.00000	0.00000	0.00000
	OCIO	Appropriated		D/M/E - Support	0.50000	0.26000	0.00000
	OCIO	Appropriated		D/M/E - Supplies	0.00000	0.00000	0.00000
	OCIO	Appropriated		D/M/E -	0.00000	0.00000	0.00000
	OCIO	Appropriated		D/M/E - Other -	0.00000	0.00000	0.00000
	OCIO	Appropriated		D/M/E - Intra-	0.00000	0.00000	0.00000

2. There are a number of functionalities to customize the tables.  
Columns may be resized by clicking on the column divides in the headers with the mouse and dragging them to the desired size.

New rows may be added or deleted by two methods:

- a. Number area: The number of rows in the row box is the number of rows in the table. Entering a higher number and clicking the refresh icon  will add rows to the bottom of the table. Entering a lower number and clicking the refresh icon will delete rows from the bottom of the table.
- b. Addition/Deletion icon: Clicking on the row addition icon  adds a new row to the bottom of the assessment only. New rows cannot be inserted in between two existing rows. Select the row you want to delete by clicking on the grey area to the far left of the data row. The far left cell will turn from  to . Click the delete row icon  in order to delete the row.

3. There are two methods for entering data into tables:
  - a. Direct entry: This method allows you to enter data directly into cells throughout the data table. To edit a cell, double click on the cell or begin typing into the cell. The cell will go from highlighted to not highlighted.
  - b. Form data entry: This method allows you to enter the data for an entire row into a popup form. To enable the form, click on the edge of the row you want to edit and click again on the row edit icon  on the selected row. A form will pop up with an entry field for every column on the selected row (highlighted). Click on each entry field to edit the data.

Fields that appear with dropdown lists only are enumerated values and you may only select from the values provided. Other fields are data specific (such as dates and monetary fields) and will only allow data to be entered in a specific format required by OMB. Click OK to save the data to the row.


V. 4. Life Cycle Costs - Spreadsheet

The Life Cycle Costs table must be used if reporting multi-agency investment costs. The OMB MAX account number must be in the format (XXX-XX-XXXX). Enter all costs in millions (X.XX). For example, \$1,250,000 should be entered as 1.25.

Agency:	OCIO		
Account Name:	Appropriated Funds 001301352		
OMB MAX Account Number:			
Category:	D/M/E - Software		
2004 and Earlier:	0.06000		
2005:	0.00000		
2006:	0.00000		
2007:	0.00000		
2008:	0.00000		
2009:	0.00000		
2010:	0.00000		
2011 and Beyond:	0.00000		

	2004 and E...	2005	2006
Services	0.05000	0.00000	0.00000
Support	0.06000	0.00000	0.00000
Supplies	0.00000	0.00000	0.00000
Travel	0.00000	0.00000	0.00000
Per -	0.00000	0.00000	0.00000
Postage	0.00000	0.00000	0.00000
Tele -	0.00000	0.00000	0.00000
Internet	0.05000	0.05000	0.00000
Other	0.05000	0.15000	0.00000
Books	0.00000	0.00000	0.00000
Printing	0.00000	0.00000	0.00000
Other	0.00000	0.00000	0.00000

OK Cancel

**V.4 Life Cycle Costs – Spreadsheet** – For investments that currently have financial information entered, all funding source information has been assigned to the lead agency. Please ensure this is correct. For new investments, or to add additional funding sources to the **Life Cycle Costs Spreadsheet**, enter the number of rows for the spreadsheet and click **Refresh**. To add rows one at a time, click on the add row icon . Each row represents a funding source and D/M/E or SS category; therefore, each investment can have as many rows or as few rows as needed to capture all of the life cycle costs information.

Rows 19   

The **Life Cycle Costs Spreadsheet** is divided into 5 parts:

- i. **Agency** – Select the agency that is providing the monetary contribution to this investment from the dropdown list.

Agency
OCIO
OCIO
OBPA
OC
OCE
OCFO
OCIO
OCR
OES
OGC
OIG
RD
RMA

- ii. **Account Name** – Enter the budgetary resource (Funding Source) used for funding the investment. For more information about budgetary resources, see page 20 of the A-11.

Account Name
Appropriated Funds
Appropriated Funds
Appropriated Funds
Appropriated Funds
Appropriated Funds
Appropriated Funds

- iii. **Project Data OMB MAX Account** – Enter the 9-digit OMB MAX Account number for your budgetary resource in the format XXX-XX-XXXX. For more information on the OMB MAX Account number, please see your Budget Analyst.


OMB MAX Account ...
123-12-1234

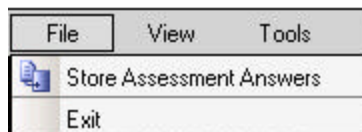
- iv. **Category** – Select the OMB Budgetary Category from the dropdown list that corresponds with the selected funding source. The D/M/E and SS categories of 'Other' should not be used, as they are reserved for Department of Defense. If costs have been accounted in those categories, they should be redistributed into different categories for the FY2007 submission.



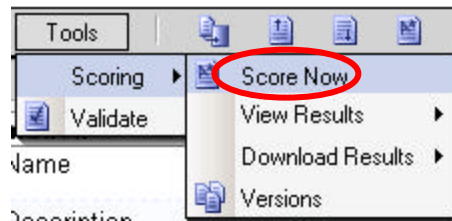
- v. **Expense Years** – Enter the budget information for each fiscal year. Costs should be entered in millions (X.XX). Any columns left blank for **Expense Years** will be assumed to be zero. The LCC assessment should have life cycle costs for years 2004 and prior all the way to 2011 and Beyond.

2005	2006
0.00000	0.00000
0.00000	0.00000
0.00000	0.00000
0.26000	0.28000
0.00000	0.00000
0.00000	0.00000
0.00000	0.00000
0.00000	0.00000
0.00000	0.00000
0.00000	0.00000

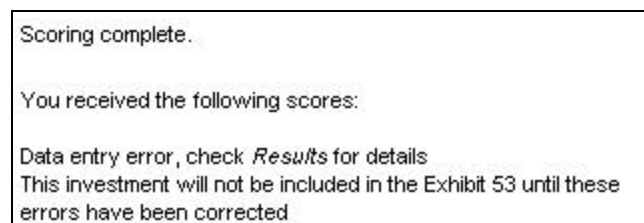
- 12) Select **Store Assessment Answers** from the **File** menu to save changes to the assessment or click the Store Assessment Answer icon  on the toolbar.



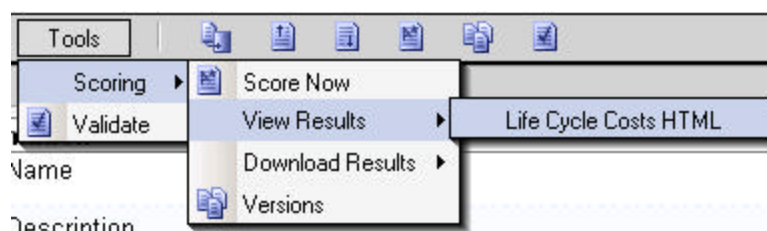
- 13) After saving your answers, select **Score Now** from the **Scoring** option under **Tools** or click on the **Score Now** icon  on the toolbar.



- 14) A pop-up window will appear to report the status of the **Score**. If any validation errors exist, you will be alerted to check the Results when scoring has completed. If there are errors in the Life Cycle Costs Assessment, the investment will not be included in the Exhibit 53 until the necessary corrections have been made. Specific errors and remedies will be included in the **Results** page.



- 15) Once the scoring has completed, select **View Results** from the **Scoring** option under **Tools** to view changes made to the Life Cycle Costs Assessment. In the pop-up window, select **Life Cycle Costs HTML Transform** from the drop down list to review the submission.



- 16) In a few moments the results of the transform will appear.
- 17) If there are any data entry errors in your submission, a list will appear at the top of the **Results** page. You must go back into the **Answers** section of the assessment to change your answers.
- 18) Please review the results carefully for any errors and correct, repeating steps 7-12. The results page will also tell you which data source you have selected (project plan or spreadsheet). Please make sure you have selected the appropriate data source for submission to OMB. The results

below have been run using the **Life Cycle Costs Spreadsheet** as a data source.

In section **V. Life Cycle Costs Reporting**, individual spreadsheets will exist for each unique funding source (A combination of Agency, Account Name, OMB MAX Account Number) entered. The source of the information can be found in the top-left corner of the spreadsheet. The total life cycle costs for this investment can be found in the first spreadsheet.

**V. A. Life Cycle Costs by Funding Source**

Source: Total Investment Life Cycle Costs	2003 and Earlier	2004	2005	2006	2007	2008	2009	2010 and Beyond	Total
D/M/E - Equipment	3.7600	3.2800	3.6400	3.2700	0.0000	0.0000	0.0000	0.0000	13.9500
D/M/E - Software	0.9700	0.4600	0.5800	0.5000	0.0000	0.0000	0.0000	0.0000	2.5100
D/M/E - Services	0.0300	0.0000	0.0000	0.0400	0.0000	0.0000	0.0000	0.0000	0.0700
D/M/E - Support Services	2.1200	1.6700	1.7800	0.7300	0.0000	0.0000	0.0000	0.0000	6.3000
D/M/E - Supplies	0.0200	0.0000	0.0000	0.0200	0.0000	0.0000	0.0000	0.0000	0.0400
D/M/E - Personnel	2.3800	0.5500	0.5800	2.0800	0.0000	0.0000	0.0000	0.0000	5.5900
D/M/E - Other - DOD ONLY	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
D/M/E - Intra-Govs Payments	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
D/M/E - Intra-Govs Collections	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Planning	0.7500	0.2000	0.4100	0.6400	0.0000	0.0000	0.0000	0.0000	2.0000
SS - Equipment	17.8000	8.1900	8.6000	13.0500	0.0000	0.0000	0.0000	0.0000	47.6400
SS - Software	0.9900	0.0200	0.0200	0.4800	0.0000	0.0000	0.0000	0.0000	1.5100
SS - Services	15.3900	8.6500	9.0900	10.6000	0.0000	0.0000	0.0000	0.0000	43.7300
SS - Support Services	4.3000	1.7300	1.8200	4.9400	0.0000	0.0000	0.0000	0.0000	12.7900
SS - Supplies	0.2300	0.0400	0.0400	0.2800	0.0000	0.0000	0.0000	0.0000	0.5900
SS - Personnel	23.8400	12.6200	13.2500	13.3000	0.0000	0.0000	0.0000	0.0000	63.0100
SS - Other - DOD ONLY	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SS - Intra-Govs Payments	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SS - Intra-Govs Collections	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

The final output in the results screen will be the data submitted to OMB.



# Entering Project Plan Data

Users can have WorkLenz automatically calculate Life Cycle Costs by using the expense and budget information from project plan data. This option is selected by default and investments were pre-populated with data from ITIPS. Portfolio and project managers can use this functionality to review how projects are actually performing against the budgets submitted to OMB. Reconciliation will occur, as each agency deems necessary, but should be done no less than once per quarter.

The budget information for the life cycle costs is captured as planned and actual expenses in WorkLenz. Task expenses have been created for investments and placed in a phase called *Imported Life Cycle Costs Data*. This phase is populated with ten tasks, one for each fiscal year. All task expenses will roll up to the investment level to derive the appropriate Life Cycle Cost totals. These expenses should be distributed throughout the project plan and the Imported Life Cycle Costs phase should then be deleted.

**WorkLenz** Task: Expense Summary  
logged in as Metier Project Analyst

Portfolio Summary  
Office of Chief Information Officer  
USDA Capital Planning & Investment Control  
Imported Life Cycle Costs Data  
Import Life Cycle Cost Data for FY-2004

ACTIONS: Edit T

Portfolio Program Project Phase Task  
Reports Personal Support Logoff

Expenses Attachments Time

New Task Expense

Action	Date	Title	Type	Category	Vendor	Location	Amount
Edit	01-01-04	D/M/E - Equipment FY-200...	Other	D/M/E - Equipment			\$0.00
Edit	01-01-04	D/M/E - Intra-Govs Collect...	Other	D/M/E - Intra-Gov...			\$0.00
Edit	01-01-04	D/M/E - Intra-Govs Payme...	Other	D/M/E - Intra-Gov...			\$0.00
Edit	01-01-04	D/M/E - Other FY-2004 Ex...	Other	D/M/E - Other			\$0.00
Edit	01-01-04	D/M/E - Personnel FY-200...	Other	D/M/E - Personnel			\$0.00
Edit	01-01-04	D/M/E - Services FY-2004...	Other	D/M/E - Services			\$0.00
Edit	01-01-04	D/M/E - Software FY-2004...	Other	D/M/E - Software			\$30,000.00
Edit	01-01-04	D/M/E - Supplies FY-2004...	Other	D/M/E - Supplies			\$0.00
Edit	01-01-04	D/M/E - Support Services ...	Other	D/M/E - Support S...			\$1,734,000.00
Edit	01-01-04	Planning FY-2004 Expense	Other	Planning			\$0.00

To enter new planned or actual expenses, the following steps should be followed:

- 1) Navigate to the task summary screen for the task that the expense will be attributed to.
- 2) Click on the **Expenses** tab.
- 3) Click on **New task Expense**.



**WorkLenz** **New Task Expense**  
 logged in as Metier Project Analyst  
 Import Life Cycle Cost Data for FY-2005

Portfolio Program Project Phase Task  
 Reports Personal Support Logoff

Items in Bold are required!  
 NOTE: When selecting expense type of mileage, use your company's multiplier to determine a dollar figure for the amount field.

**Expense Title:**

**Person:** Person, Generic (Generic Role on team: USDA Team)

**ATTRIBUTES**

**Type:** Business Meal

**Category:** D/M/E - Equipment

**Payment Type:** Cash

**Vendor:**

**Location:**

**Description:**

**ESTIMATES**

**Estimated Expense Date:**  mm-dd-yyyy **Estimated Amount:**  ###... (no commas)

**ACTUALS**

**Actual Expense Date:**  mm-dd-yyyy **Actual Amount:**  ###... (no commas)

**REIMBURSEMENT**

**Reimbursable?** No  **Reimbursable Amount:**  ###... (no commas)

4) Input the following information:

- a. **Expense Title**
- b. Select the **Type** of the expense
- c. Select the **Category** of the expense (one of the 19 budgetary expense categories). The categories of **Other** should not be used since they are reserved for Department of Defense. If costs have been accounted in those categories, they should be redistributed into different categories for the FY2006 submission.
- d. Enter the **Estimated Expense Date** in the format of mm-dd-yyyy.
- e. Enter the **Estimated Amount** of the expense without commas or dollar signs (The whole number must be written out, i.e. 1 million is written as 1000000).
- f. When the expense is realized, enter the **Actual Expense Date** in the format mm-dd-yyyy.
- g. When the expense is realized, enter the **Actual Amount** of the expense without commas or dollar signs (The whole number must be written out, i.e. 1 million is written as 1000000)
- h. Select whether the expense is **Reimbursable** and if "yes", enter the **Reimbursable Amount** without commas or dollar signs (The whole number must be written out, i.e. 1 million is written as 1000000)

- i. Enter the ***Payment Type***
  - j. Enter the ***Vendor*** if applicable.
- 5) **Save** the expense.

All this information will be rolled up into the Exhibit 53 report if the Project Plan Data option is selected in the Life Cycle Costs Assessment Answers.

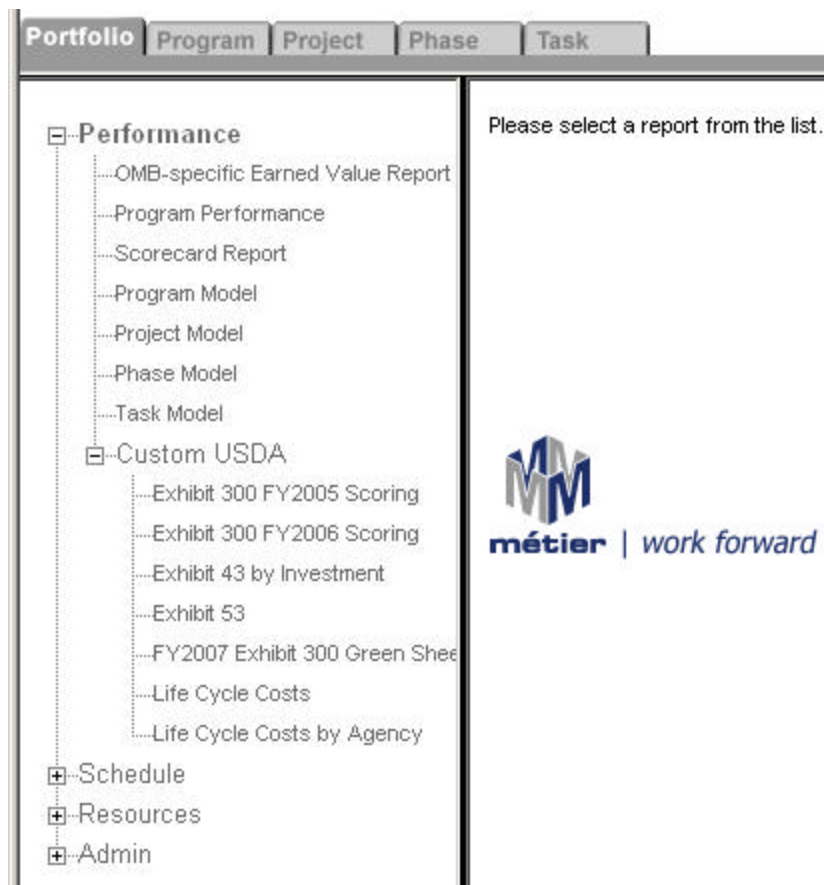
# Reporting

In WorkLenz different views of the Life Cycle Costs data can be produced depending on the security level of the user. At the Departmental level, the department Exhibit 53 report will produce all information necessary to submit to OMB. The Agency level report will produce information specific for one agency.

## ***Department Exhibit 53 Report***

NOTE: Users must have WorkLenz Portfolio Level Access to run this report.

- 1) Open the reporting engine by clicking on **Reports** in the WorkLenz interface.
- 2) In the pop-up window, select the **Portfolio** tab and under *Custom USDA*, select the **Exhibit 53** report. After the window refreshes, click on **Work Forward**.



- 3) The report will generate an MS Excel spreadsheet in the web browser. To modify or save the spreadsheet, click **File -> Save As** to save the report locally.

Portfolio			
	2005 UPI	Investment Title	
0		<b>Agency Total IT Investment Portfolio</b>	
0		<b>Part 1. Investments by Mission Area</b>	
0		<b>01 Financial Management</b>	
4	005-03-01-01-01-1000-00-402-124	Corporate Property Automated Information System	Provides an interenable USDA to property assest
4	005-03-01-01-01-1000-04-402-124	Working Capital Fund	
10	005-03-01-01-01-0023-09-402-124	005-03-01-01-01-1000-09-402-124	Funding Source Subtotal
11	005-03-01-01-01-0062-00-402-124	005-03-01-01-01-1020-00-402-124	Corporate Financial Mangement Systems USDA Corporate initiative for the Act of 1990 and US standard Ge
12	005-03-01-01-01-0062-04-402-124	005-03-01-01-01-1020-04-402-124	Working Capital Fund

## Agency Exhibit 53 Report

NOTE: Users must have WorkLenz Program Level Access to run this report.

- 1) Open the reporting engine by clicking on Reports in the WorkLenz interface.
- 2) In the pop-up window, select the **Program** tab and under **Custom USDA**, select the **Exhibit 53** report. After the window refreshes, select the agency to run the report for and press **Work Forward**.



- 3) The report will generate an MS Excel spreadsheet in the web browser. To modify or save the spreadsheet, click **File -> Save As** to save the report locally.

## **Life Cycle Costs Report**

NOTE: Users must have WorkLenz Portfolio or Program Level Access to run this report.

- 1) Open the reporting engine by clicking on **Reports** in the WorkLenz interface.
- 2) In the pop-up window, select the **Portfolio** tab and under **Custom USDA**, select the **Life Cycle Costs** report.
- 3) This report is also available at the Program (agency) level in the same area. If run at the **Program** level, select the appropriate agency to run the report.
- 4) Once selected, press **Work Forward** to generate the report.
- 5) This report is also available at the Portfolio (USDA-wide) level in the same area. If run at the **Portfolio** level, select the appropriate fiscal year to run the report.

## **Life Cycle Costs Report**

**Portfolio Level**

Friday, April 16, 2004

### **Details**

	PY-1 2003 and Earlier	PY 2004	CY 2005	BY 2006	BY+1 2007 and Beyond	Total
D/M/E - Equipment	377.97	87.17	70.27	64.05	165.13	764.61
D/M/E - Software	156.39	39.38	56.51	43.19	100.91	396.37
D/M/E - Services	69.94	55.39	81.21	40.43	69.82	316.79
D/M/E - Support Services	595.33	248.88	174.93	146.36	333.33	1,498.83
D/M/E - Supplies	21.40	2.58	3.07	2.29	5.44	34.79
D/M/E - Personnel	334.06	84.44	74.11	63.83	152.36	708.81
D/M/E - Other	8.40	11.95	1.91	0.16	0.27	22.67
D/M/E - Intra-Govs Payment	513.15	21.24	28.94	52.97	49.15	665.46
D/M/E - Intra-Govs Collections	-7.73	-0.05	0.33	-0.05	-0.12	-7.62
Planning	41.54	21.29	5.99	7.33	17.18	93.34
SS - Equipment	326.84	105.21	96.57	94.23	230.21	853.07
SS - Software	177.08	35.54	36.19	37.69	111.52	398.02
SS - Services	300.60	96.53	83.83	65.27	162.27	708.50
SS - Support Services	544.96	179.44	173.74	170.70	409.51	1,478.34
SS - Supplies	62.04	11.46	10.53	8.20	22.30	114.52
SS - Personnel	833.62	238.78	244.74	140.76	380.34	1,838.24
SS - Other	22.86	14.36	14.61	0.43	1.19	53.45
SS - Intra-Govs Payments	2,104.65	103.03	92.44	64.78	115.23	2,480.14
SS - Intra-Govs Collections	-5.10	-1.31	-1.55	-0.78	-3.41	-12.15
<b>Total</b>	6,478.01	1,355.32	1,248.37	1,001.82	2,322.63	12,406.15

## ***Exhibit 43 by Investment***

NOTE: Users must have WorkLenz Portfolio or Program Level Access to run this report.

- 1) Open the reporting engine by clicking on **Reports** in the WorkLenz interface.
- 2) In the pop-up window, select the **Program** tab and under **Custom USDA**, select the **Exhibit 43 by Investment** report.
- 3) Select the proper **Program** (Agency) and the appropriate fiscal year.
- 4) Once selected, press **Work Forward** to generate the report.
- 5) This report is also available at the Portfolio (USDA-wide) level in the same area. If run at the **Portfolio** level, select the appropriate fiscal year to run the report.

File Edit View Insert Format Tools Data Adobe PDF Go To Favorites Help										
H6	A	B	C	D	E	F	G	H	I	
1	Program : Office of Chief Information Officer Exhibit 43 by Investment									
2	Fiscal Year: FY 2006									
3	Generated Monday, August 23, 2004									
4	(Costs in Millions)									
5	Investment Name	D/M/E - Equipment	D/M/E - Software	D/M/E - Services	D/M/E - Support Services	D/M/E - Supplies	D/M/E - Personnel	D/M/E - Other - DOD ONLY	D/M/E - Intra-Govs Payments	D/M/E - Int'l Go Colle
6	Disaster Management	0	0	0	0	0	0	0	0	
7	E-Loans	0	0	0	0	0	0	0	0	
8	E-Rulemaking	0	0	0	0	0	0	0	0	
9	E-Training	0	0	0	0	0	0	0	0	
10	E-Travel	0	0	0	0	0	0	0	0	
11	Geospatial One-Stop	0	0	0	0	0	0	0	0	
12	Grants.gov	0	0	0	0	0	0	0	0	
13	Integrated Acquisition Environment	0	0	0	0	0	0	0	0	
14	Recreation One-Stop	0	0	0	0	0	0	0	0	
15	SAFECOM	0	0	0	0	0	0	0	0	
16	USDA Capital Planning & Investment Control (CPIC)	0	0.03	0	0.7	0	0	0	0	
17	USDA SC eAuthentication Combined	0	0	3.2	0.32	0	0	0	0	
18	<b>Total</b>	<b>0</b>	<b>0.03</b>	<b>3.2</b>	<b>1.02</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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# Appendices

## ***Appendix A - Part Descriptions***

Part 1 – IT Investments by Mission Area – Report amounts of budgetary resources for IT investments that directly support an agency-designated mission area.

Part 2 – IT Infrastructure and Office Automation – Each agency should have an Exhibit 300 that covers all office automation, infrastructure, and telecommunications for the agency.

Part 3 – Enterprise Architecture and Planning – Each agency should have one Exhibit 300 for the enterprise architecture (modernization blueprints) efforts.

Part 4 – Grants – Report budgetary resource amounts for IT investments that support grants management operations.

Part 5 – Grants to States and Other Entities for IT – Report budgetary resource amounts for direct or formula grants to states and other entities for IT.

Further guidance on the Parts for the Exhibit 53 can be found in Section 53 of the A-11.

## ***Appendix B - Types of Investments***

01 – Major IT investments – The IT investment that requires special management attention because of its importance to an agency's mission; high development, operating or maintenance costs; significant role in the administration of agency programs, finances, property or other resources; classification as a major investment in the FY 2006 submission; classification as such by the agency's capital planning and investment control process.

02 – Non-major IT investments – any investment not meeting the definition of major defined above but that is part of the agency's IT investments.

03 – IT investment portion of a larger asset and for which there is an existing business case for the overall asset.

04 – Major IT investment that represents a joint effort for more than one agency.

Further guidance on the Parts for the Exhibit 53 can be found in Section 53 of the A-11.